



City of San Pablo Youth Services Division



TEAM FOR YOUTH Grant Program
2017-2021 Request for Proposals (RFP)



Introductions

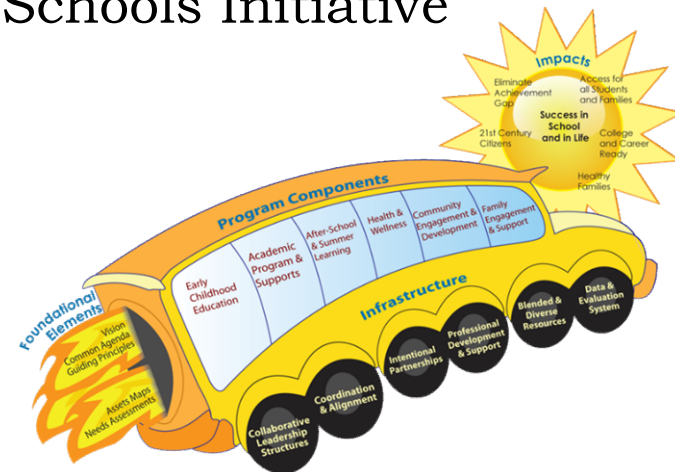
Bertha Romo

Youth Services Program
Coordinator



Teodora Ildefonso-Olmo

Community Services
Coordinator, Community
Schools Initiative





Background

Driven by Community needs

2010

- Reduce youth violence
- Address truancy
- Increase community safety and security

2015

- College and career supports
- Academic supports
- Increase after school and enrichment opportunities

2017

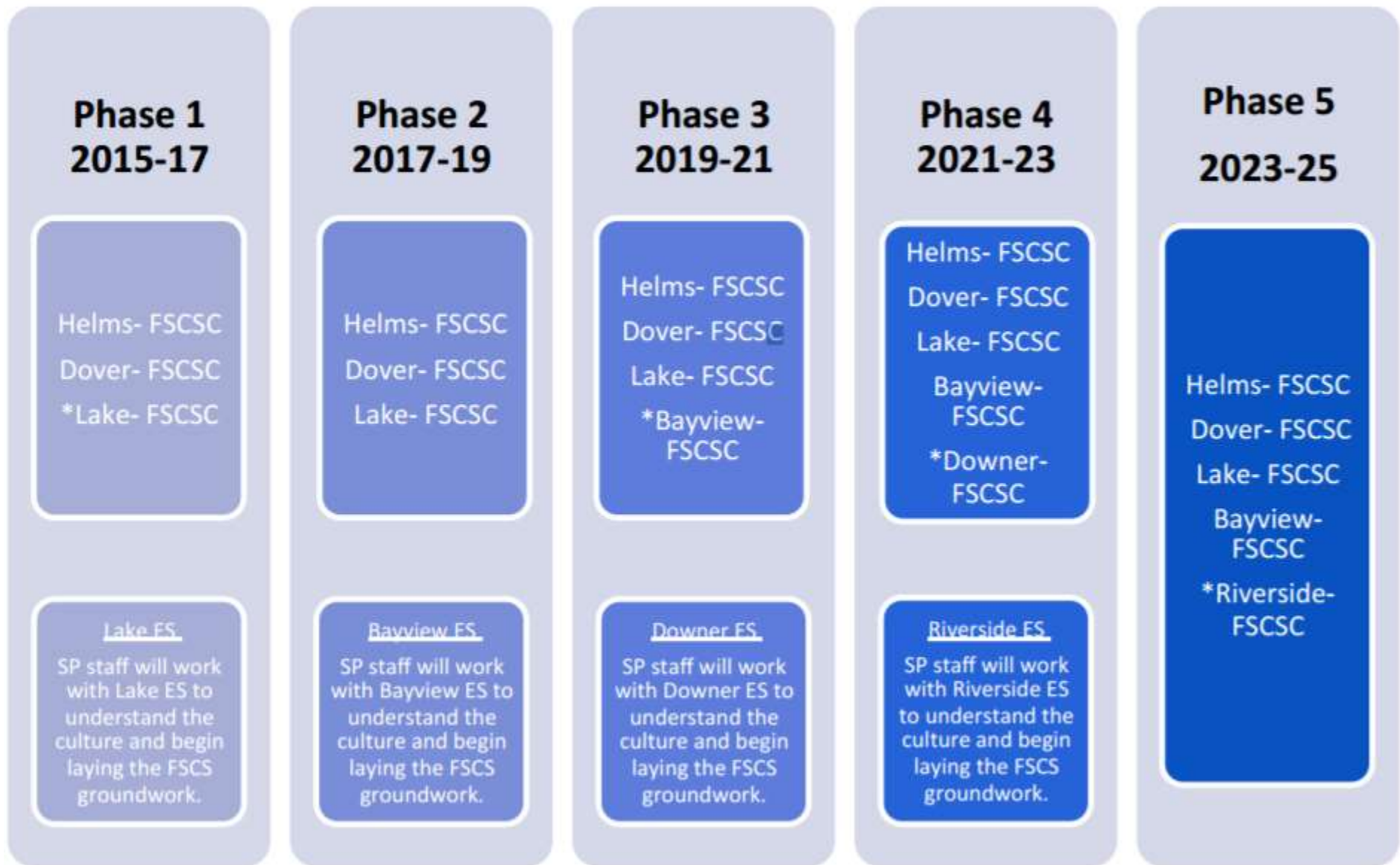
- Full scale-up of the Community Schools Strategy
- Lead Agency model

FOCUS ON
COORDINATION

INCREASE ACADEMIC & ENRICHMENT SUPPORTS

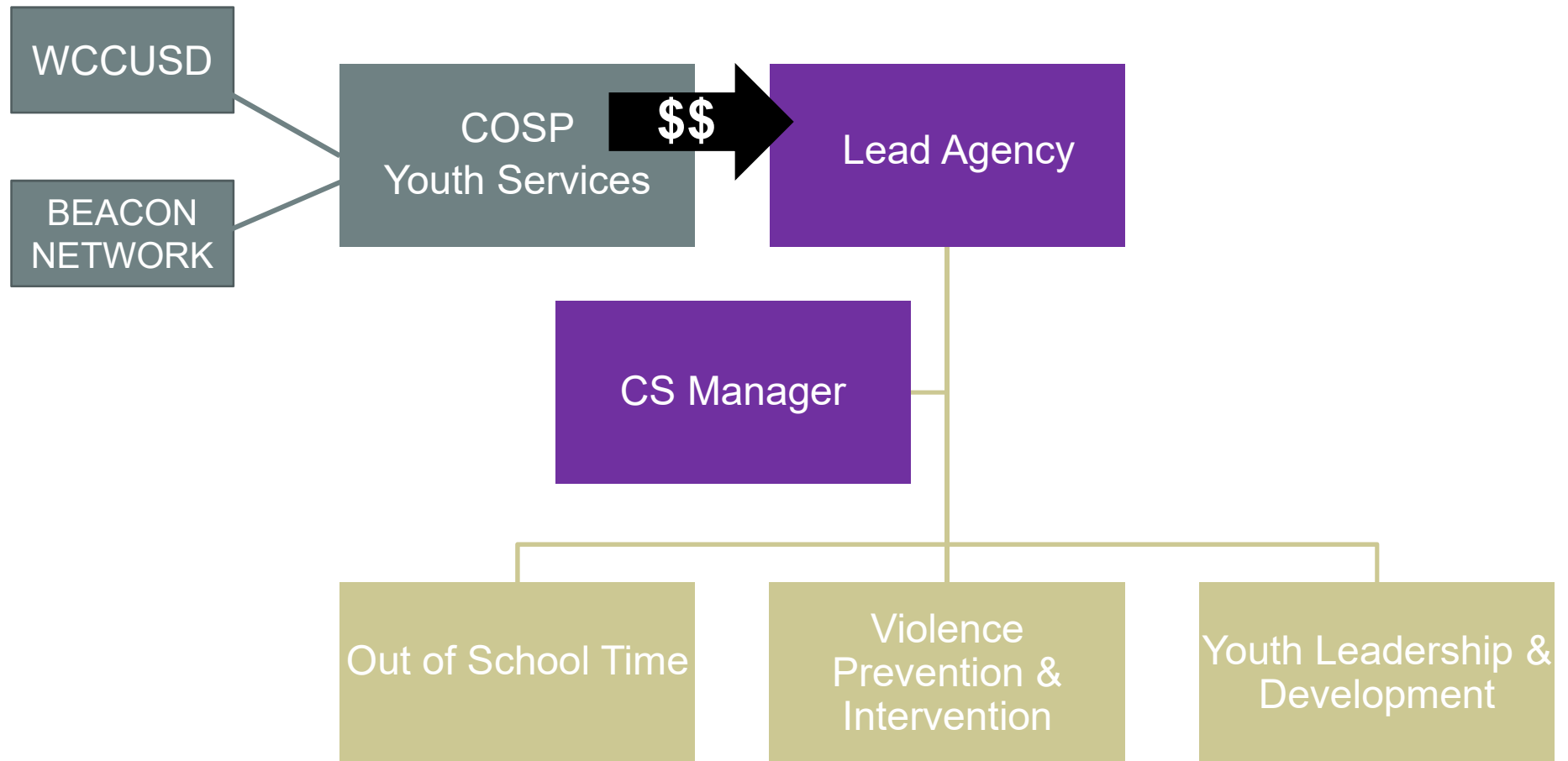
CONTINUE TO ADDRESS YOUTH VIOLENCE

Implementation Scale-up



*Full Service Community School Coordinator (FSCSC) New Hire (1 FTE).

Lead Agency Model





San Pablo's implementation model:

- Health & Wellness
- Family Engagement
- School Culture & Climate

	Helms	Dover	Lake	Bayview	Downer	Riverside	Richmond
Staffing*:	\$77,500	\$77,500	\$75,000	\$75,000	\$28,000	\$28,000	\$0
Community School Manager	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	0.5 FTE	0.5 FTE	
Assistant to Community School Manager	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
	0.5 FTE						
Programs:	\$30,000	\$46,000	\$0	\$0	\$0	\$0	\$0
Out of School Time (earmarked)	All San Pablo elementary, rising 7 th	Slots for Lake & Bayview rising 1 st					
Violence Prevention & Intervention	\$0	\$35,000 (earmarked)	\$0	\$40,000 (earmarked)	\$0	\$0	\$50,000
Youth Leadership & Development (discretionary)	\$20,000	\$20,000	\$20,000	\$1,000	\$2,000	\$2,000	\$0
Site Total:	\$147,500	\$178,500	\$95,000	\$116,000	\$30,000	\$30,000	\$50,000

2017-18 TOTAL:
\$647,000



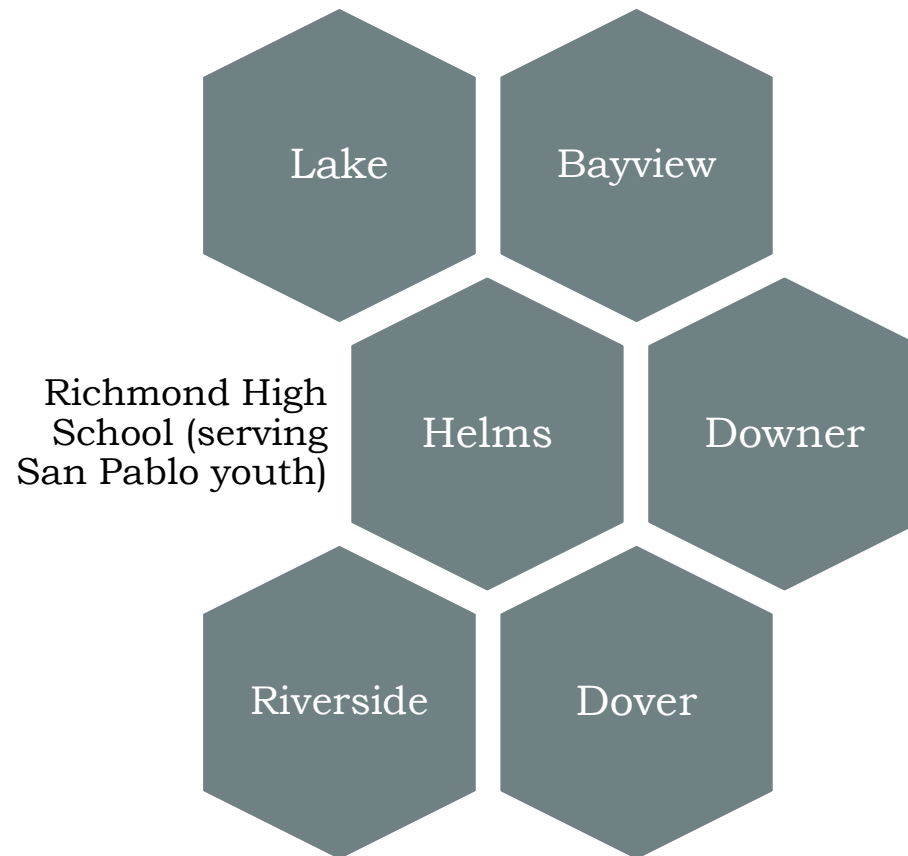
RFP Packet

2017-2021 Grant Focus

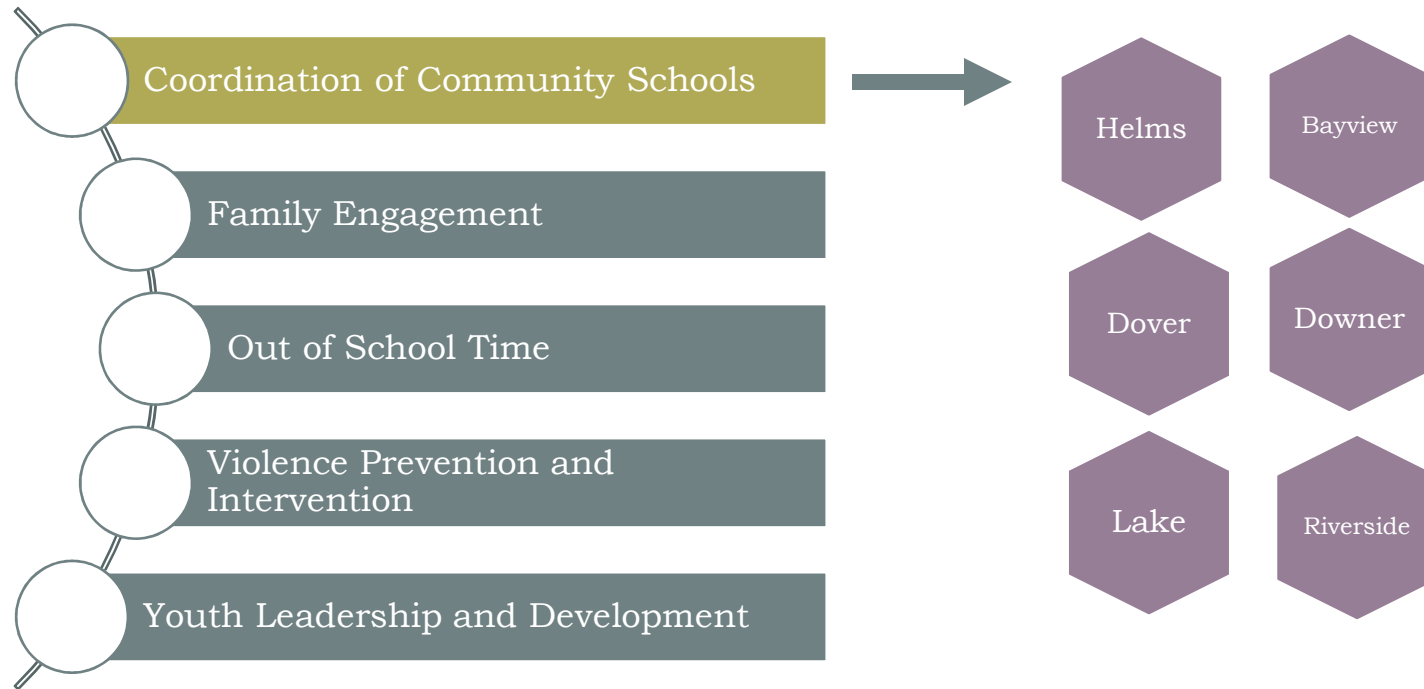
- TEAM FOR YOUTH **lead agency** funds are available to provide effective and sustainable coordination and implementation of the San Pablo Community Schools strategy.
- TEAM FOR YOUTH **program funds** are available to expand and/or enhance violence prevention & intervention services at Richmond High.

Focus Population

- All six San Pablo schools, and Richmond High
- May apply for a maximum of 3 school sites



Lead Agency Funds



Program Funds

Violence Prevention and Intervention



- Not tied to the Lead Agency model
- Multiple agencies may be awarded.
- Total investment at Richmond High is \$50,000 per year.
- Letter of Support from Principal is required

2015-19 Strategic Work Plan

Strategic Area	Strategies
Coordination of Community Schools	<ol style="list-style-type: none"> 1. Support and enhance the coordination of school-based services 2. Leverage funding to support Full Service Community Schools.
Family Engagement	<ol style="list-style-type: none"> 1. Support the implementation of the Dual Capacity-Building Framework for Family-School Partnerships 2. Support and promote family-led and family-centered events and activities
Out of School Time	<ol style="list-style-type: none"> 1. Increase access to before and after school programs 2. Increase access to evening, weekend, summer and school break programming 3. Increase access to enrichment activities
Violence Prevention and Intervention	<ol style="list-style-type: none"> 1. Sustain school-based education and prevention 2. Provide opportunities for career exploration 3. Support access to parent education 4. Support professional development in restorative justice practices 5. Increase access to school-based wellness services
Youth Leadership and Development	<ol style="list-style-type: none"> 1. Expand leadership and volunteer opportunities 2. Leverage partnerships to support high school completion and college and post-secondary readiness 3. Support development of 21st Century skills, work readiness, and career awareness 4. Support family engagement for post-secondary success 5. Increase academic enrichment and support services.

Applicant Eligibility



- ▶ Applicants must also meet the terms and conditions as outlined in **Form E-Certifications and Assurances.**
- ▶ **Schools/School Districts are not eligible** to apply as a lead applicant

Overview of RFP

- Competitive process
- Initial contract period is July/Aug. 2017 – June 2019.
- Contracts are renewable contingent upon performance and availability of funds
- Line Item Reimbursement contract, monthly invoicing (see p. 48-51)

Application Content (A)

If applying for **Lead Agency funds**, submit the following:

YES	NO	COMPONENTS
X		Form A Cover Page
X		Form B Narrative (Ten page maximum) - NARRATIVE I , <u>speaks to each school</u>
X		Form C Program Budget <u>for each school</u>
X		Form D Program Budget Narrative <u>for each school</u>
X		Form E Certification and Assurances
if applicable		Form F Statement of Fiscal Agent Responsibilities Form, if applicable
Agency Documents: Include in Application		
X		Proof of Non-Profit Status – IRS Determination Letter of 501(c)(3)
X		List of Board of Directors
X		Organizational Chart
X		Resume(s) of Staff member(s) executing the program <u>for each school</u>
X		Applicable Letter(s) of support <u>for each school</u> (Principal –required-, WCCUSD, Community Engagement Office, etc.-optional-)

Application Content (B)

- If applying for **Service Provider Funds** for Richmond High

YES	NO	COMPONENTS
X		Form A Cover Page
X		Form B Narrative (Ten page maximum) - NARRATIVE II
X		Form C Program Budget
X		Form D Program Budget Narrative
X		Form E Certification and Assurances
if applicable		Form F Statement of Fiscal Agent Responsibilities Form, if applicable
Agency Documents: Include in Application		
X		Proof of Non-Profit Status – IRS Determination Letter of 501(c)(3)
X		List of Board of Directors
X		Organizational Chart
X		Resume(s) of Staff member(s) executing the program
X		Applicable Letter(s) of support (Principal –required-, WCCUSD, Community Engagement Office, etc.-optional-)

FORM C - PROGRAM BUDGET

Agency Match: Total in-kind and/or cash match must be at least 25% of the requested amount. A minimum of 3% COLA increase is required under the match contribution for Lead Agencies applying for Lake, Bayview, Downer, and/or Riverside.

- The City may request additional budget documents to be submitted during the contract period.

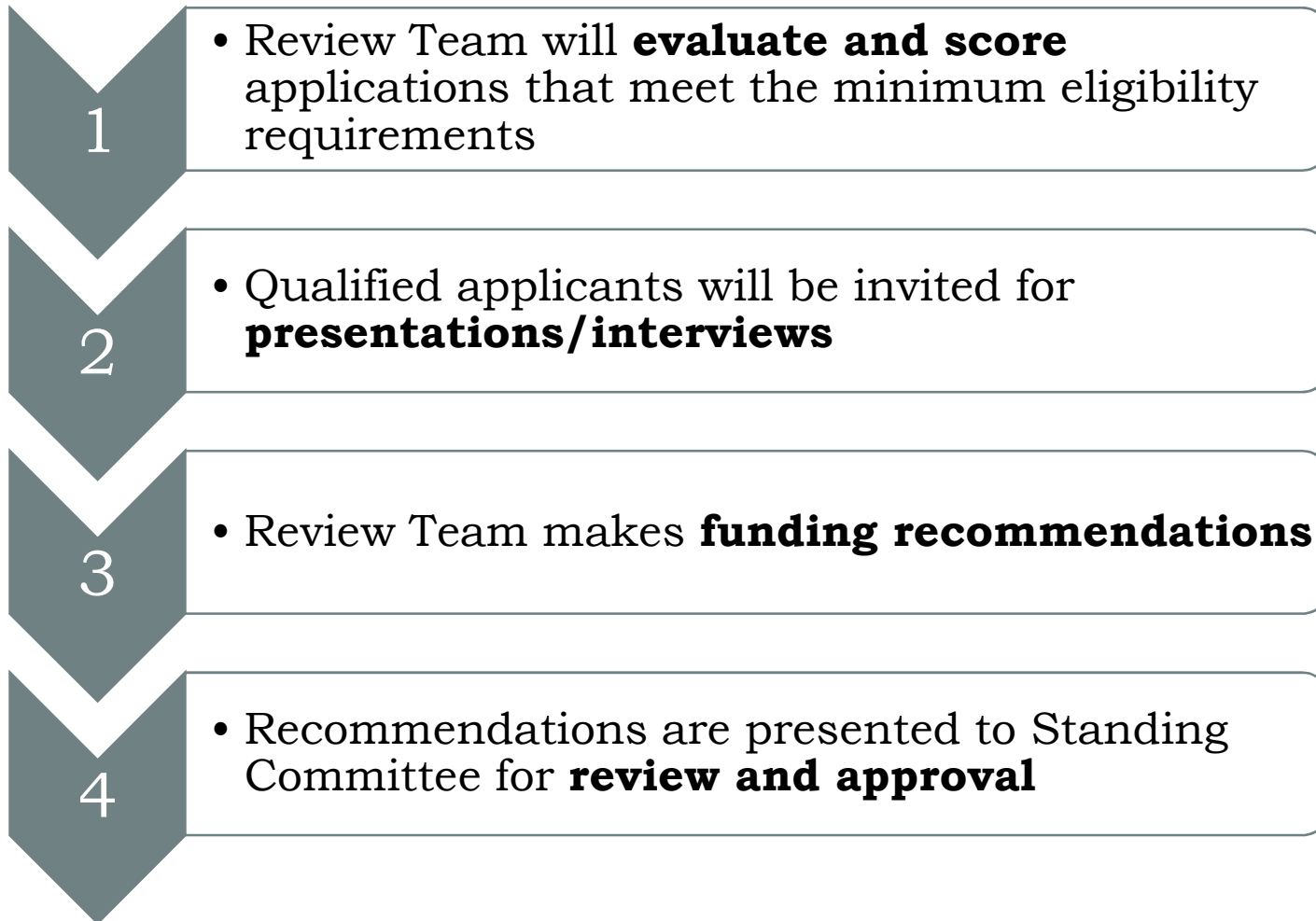
A. PERSONNEL Costs					
POSITION	FTE	TEAM FOR YOUTH FUNDING	AGENCY IN-KIND MATCH	AGENCY CASH MATCH	TOTAL PROJECT
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Total Salaries		\$	\$	\$	\$
Fringe Benefits		\$	\$	\$	\$
Sub-Total Personnel Costs					
A. NON-PERSONNEL COSTS					
DESCRIPTION		TEAM FOR YOUTH FUNDING	AGENCY IN-KIND MATCH	AGENCY CASH MATCH	TOTAL PROJECT
Communication		\$	\$	\$	\$
Contract Services		\$	\$	\$	\$
Equipment		\$	\$	\$	\$
Insurance		\$	\$	\$	\$
Office Supplies		\$	\$	\$	\$
Printing & Duplicating		\$	\$	\$	\$
Program Supplies		\$	\$	\$	\$
Travel		\$	\$	\$	\$
Other:		\$	\$	\$	\$
Other:		\$	\$	\$	\$
Sub-Total Non-Personnel Costs		\$	\$	\$	\$
TOTAL COSTS		\$	\$	\$	\$

Selected Grantees Requirements

- Community Schools Manager and Lead Agency Meeting Participation
- Evaluation Model Participation
- Insurance & San Pablo Business License
- WCCUSD Partnership Process



Proposal Review & Selection



Timeline

▶ RFP Release	Apr. 18, 2017
▶ Information Session	Apr. 27, 2017
▶ Proposals Due by 5:00 p.m.	May 18, 2017
▶ Proposal Review Period	May 24 – 31, 2017
▶ Presentations/ Interviews	June 12 – 15, 2017
▶ Award Notification	June 21, 2017
▶ Contract Negotiations	June 22, 2017
▶ Service Start Date	Aug. 1, 2017

**Dates are subject to change. Updates will be posted on the website.*

Format

- Submit original application with five (5) copies.
- The completed application must be in the order outlined in the checklist and must be bound on the left side. All pages must be clearly numbered.
- Application and copies must be 3 hole-punched. Please do not spiral bind application.
- Narrative responses must be clear, in the order they appear in Form B – Narrative, and are not to exceed ten (10) pages (8 ½” X 11”), single-sided, typed or word processed, size 12 font, with 1 inch margins.
- Letters of support for any partnerships, linkages and collaborations described in the application should be included.
- Form C and D must be completed for each school site requesting funding for.

Due Date

- ▶ Proposals must be received **no later than 5:00 p.m. May 18, 2017**
- ▶ Mail or hand-deliver to
City of San Pablo
TEAM FOR YOUTH RFP Response
Attention: Bertha Romo
13831 San Pablo Avenue, Building 1
San Pablo, CA 94806

Please remember...

- Review requirements thoroughly
- Follow the required format
- Be clear and concise
- Submit an accurate budget
- Submit a Letter of Support from the Principal- *required*

Resources

On the City of San Pablo website:

Departments-> Community Services -> Youth Services

- 2015-19 Community Schools Initiative Strategic Work Plan
- <http://sanpabloca.gov/1038/Community-Schools>

Updates and FAQ will be posted online at:

<http://sanpabloca.gov/1035/San-Pablo-Team-for-Youth>

Questions?

Bertha Romo

Youth Services Program Coordinator

510-215-3087

BerthaR@SanPabloCa.gov

NOTE:

Questions will no longer be accepted after May 2, 2017